



Residential Building Permit Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

In order for your building permit application to be complete, you must provide the following:

Applicant / Staff Verify

____ / ____
____ / ____
____ / ____

Application Form (signed and dated)

- (a) Description of work
- (b) Valuation

____ / ____

Statement of Ownership

____ / ____

Detailed site plan (2 reduced site plan – maximum legal size)

____ / ____
____ / ____
____ / ____
____ / ____
____ / ____
____ / ____

- (a) Drawn to scale
- (b) North arrow
- (c) Show lot dimensions and shape
- (d) Exact location of building and square footage
- (e) Property lines
- (f) Setbacks from structures to property lines (measured at the shortest, most direct distance to the property lines)
- (g) Show foundation line and eave line
- (h) Calculations of total impervious surface (including a breakdown on buildings, carport, garage, driveway, decks, patios, walkways, graveled parking areas, etc.)
- (i) Stormwater Retention - Indicate how building ties into drainage system
- (j) Erosion Control Measures (including stockpiles)
- (k) Tax Parcel Number
- (l) Property Zoning
- (m) Topography
- (n) Shade Trees (per LSMC 14.76.124)
- (o) Nearest hydrant location
- (p) Easements

____ / ____
____ / ____

____ / ____

____ / ____

____ / ____

____ / ____

____ / ____

____ / ____

____ / ____

____ / ____

Full Size Plans (2 sets - minimum size 11 X 17, maximum size 24 X 36)

____ / ____

____ / ____

____ / ____

____ / ____

____ / ____

____ / ____

- (a) Structural Plans (if not prescriptive)
- (b) Foundation
- (c) Framing
- (d) Floor plan
- (e) Cross-section sheets
- (f) Exterior Elevations

____ / ____

Structural Calculations (1 set)

____ / ____

Energy Code Compliance (1 set)

____ / ____

Proof of sewer availability (Lake Stevens Sewer District – 425-334-8588)

____ / ____

Proof of water availability (Snohomish County PUD – 425-397-3000)

____ / ____

Plan Check Fee